

MANUFACTURED HOME APPLICATION INSTRUCTIONS

COMPLETE THE APPROPRIATE BOXES ON THE MANUFACTURED HOME APPLICATION, TD-420-729 FORM AS INDICATED BELOW, DEPENDING UPON THE TRANSACTION YOU WISH TO PROCESS.

A. Manufactured Home Title Elimination Application

Complete boxes 1, 2, 3, 5, 6 and 9. Use to eliminate or not issue a title for a manufactured home which is to become real property.

B. Manufactured Home Transfer In Location Application

Complete all boxes. Use **only** when a manufactured home whose title has been eliminated is being moved to land with a different legal description **AND** will become part of the real property to which it will be moved and affixed. If the transfer in location is between two different counties, prepare this form in duplicate and have each recorded in its respective county.

C. Manufactured Home Removal From Real Property Application

Complete boxes 1, 2, 3, 4, 6 and 9. Use when titling a manufactured home whose title has been previously eliminated. Once properly completed and recorded, this application becomes a supporting document along with others required to apply for a Certificate of Title for the manufactured home.

IMPORTANT: SIGNATURES OF THE OWNERS ON THE MANUFACTURED HOME APPLICATION INDICATE TERMINATION OF INTEREST IN THE MANUFACTURED HOME THROUGH TITLE PROVIDED BY CHAPTER 46.12 RCW AND INDICATE INTENT TO PERFECT INTEREST IN THE MANUFACTURED HOME AS REAL PROPERTY WITH THE LAND HE/SHE/THEY OWN AND TO WHICH IT IS/ WILL BE AFFIXED. IF THE MANUFACTURED HOME IS BEING REMOVED FROM REAL PROPERTY, SIGNATURES OF THE OWNERS PER THE REAL PROPERTY RECORDS INDICATE CONSENT TO THE REMOVAL. THE FORM MAY THEN BE USED FOR MAKING APPLICATION FOR TITLE WITH THE DEPARTMENT OF LICENSING AS PROVIDED BY CHAPTER 46.12 RCW.

Note: Owners of the manufactured home must own the land when application is for a Manufactured Home Title Elimination or a Manufactured Home Transfer In Location, as provided by Chapter 65.20 RCW.

SECTION 1

Enter the description of the manufactured home.

SECTION 2

Place an "X" in the appropriate box(es) and enter the property tax parcel number, lot, block, plat number and section/township/ range, when applicable. Type or write a legal description in the space provided on the back of the form, Section 7. If there is not enough room, use the Title Application Attachment (TD-420-732). When processing a "Transfer In Location Application," both boxes should be checked and the application must be accompanied by two separate land descriptions. If the transfer in location is between two different counties, prepare the "Transfer In Location" form in duplicate, having each recorded in its respective county.

SECTION 3

This area must be signed by all registered owners of the manufactured home when processing a title elimination. If more than two registered/legal owners, use TD-420-732, App Attachment form. **If the manufactured home has been sold and is being removed from the real property, the owners per the real property records must complete this portion to obtain a Certificate of Title.** Signatures of the owners must be

notarized or certified by a Notary Public or vehicle licensing agent. If sold by a dealer, the dealer must certify the signatures and complete Section 8, the Dealer Report of Sale. Fees will include a filing and application fee plus sales or use tax due (unless sold by a Washington licensed dealer). Additional fees may include a title elimination fee and a Mobile Home Affairs Fee. Subagents will charge an additional service fee. Fees due may be shown in Section 10. (Fees are subject to change without notice.)

SECTION 4

The "Title Company Certification" box must be completed when processing a "Transfer In Location" or a "Removal From Real Property" application. **Important:** The final recorded application form must be submitted to a vehicle licensing agent within **10 days** of the title company certification.

SECTION 5

When processing an "Elimination" or "Transfer In Location" application, a city or county building permit office (depending upon the location of the manufactured home) must certify that the home is affixed to the land; or, issue a building permit to affix the manufactured home to the land, inspecting the completed attachment. The issuing office must sign the application, adding the permit number if the inspection has not yet occurred.

SECTION 6

Any secured party (Lienholder) in the manufactured home must sign indicating their consent to the "Elimination" or "Transfer In Location" application.

SECTION 7

A short legal description of the land is to be typed or written in this section. If more room is needed, the "Title Application Attachment", form TD-420-732, may be used.

SECTION 8

A selling dealer must complete the "Dealer Report of Sale" section, completing all applicable areas.

SECTION 9

An agent at the County Auditor's Vehicle Licensing Office must certify that the "Elimination", "Transfer In Location" or "Removal From Real Property" application has been completed correctly and that the applicant has all the necessary supporting documentation. (This section is not to be completed by Vehicle Licensing Subagents.)

SECTION 10

The required fees, depending upon the type of application, may be listed in this section.

IMPORTANT: Once the application has been approved by the County Auditor/Licensing Agent Office, take your application form to the County Recording Office. Retain proof of the recording fees paid. If the Recording Office retains your original application form, obtain a certified copy of the **recorded form**.

APPLICANTS: Once recorded, you must return to a Vehicle Licensing office to file the Manufactured Home Application, paying all required fees.